



How To Write A Policy

Presenters:

Carol Hurst Long, Director for Onslow United Transit System

Patti Nelson, Director for Greenway Public Transportation Operations

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How To Write A Policy

Why are policies necessary?

- Guidance tool
- Ensures consistent decision making

How To Write A Policy

What should a policy contain?

- ✓ Policy Name
- ✓ Name of Transit System
- ✓ Tracking Number
- ✓ Approval Date
- ✓ Clear, concise language
- ✓ Purpose consistent to system framework

How To Write A Policy

What is the sign of a good policy?

How To Write A Policy

Who's responsible for writing the policy?

How To Write A Policy

Who's responsible for overseeing the policy?

How To Write A Policy

Who's responsible for implementing the policy?

How To Write A Policy

How will you know if the policy works?

How To Write A Policy

What to do when the policy does not work?

- Locate errors
- Re-address according to circumstances
- Determine validity

How To Write A Policy

How often should the policy be reviewed/amended?

- Annually
- As needed

How To Write A Policy

Who else may need to review the policy before being submitted for approval?

- HR Dept
- Board Chair
- TAB Board
- Attorney

How To Write A Policy

Who approves new/revised policies?

How To Write A Policy

Policy Approved! Now What?

- ✓ Provide it staff
- ✓ Document staff receipt

How To Write A Policy

When would a policy be needed?

What details should be included?

Questions?